

Approved For Release 2000/06/13 : CIA-RDP78-04723A000200030009-3

MEMORANDUM FOR: Directorate Information Processing Coordinators

SUBJECT : Semiannual ADP Management Report

REFERENCES : (1) Bureau of the Budget Circular No. A-79  
Revised, May 23, 1967  
(2) Memorandum to IP Coordinators from Chief,  
IP Staff, same subject, dated 19 June 1967

1. Attached are instructions and formats for preparing submissions to the Agency's Semiannual Report of Accomplishments in the Management of Automatic Data Processing (for use in preparing report to the President). Bureau of the Budget Circular No. A-79 contains this requirement.

2. The attached is designed to overcome the major difficulties experienced in handling this requirement previously, e. g., targeting in on the ADP benefit categories, specified by the Bureau of the Budget, in quantitative as well as qualitative terms. Only significant accomplishments during the report period (1 July through 31 December) are to be reported. Negative reports are to be furnished. Section III (Plans) is not required in this mid-fiscal year report.

3. Contributions to this report should furnish all of the information asked for and be classified appropriately by the contributing organizations. The Agency's report will be prepared by the IP Staff, classified and made available to the International Programs Division, Bureau of the Budget.

4. Directorate reports may be a package of inputs from ADP units, if you wish to furnish them copies of the attached formats and instructions; or they may be compiled in this format at the Directorate level.

5. A single copy of all reports must be furnished to O/PPB by 15 February 1968.

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Chief, Information Processing Staff, O/PPB

Attachments  
As Stated

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ATTACHMENT